

Circulation and Public Services Policy

Shelby Community Library

Revised June 2, 2014
Approved July 7, 2014

Equitable access to information of all types is a high priority of the Shelby Community Library. Members of the public are welcome to use materials in the library, and those who are interested and agree to the policies listed here may borrow the resources of the library for use outside of the library.

A. Check Out Rules:

- DVD's and Blu-ray's will be checked out for a period of THREE DAYS with a limit of four movies per family per day.
- Books, magazines, cake pans, music CD's, audio books will be checked out for a period of FOURTEEN DAYS.
- The same book, magazine, cake pan, audio book, music CD, if it is not on demand, can be checked out for an additional FOURTEEN DAYS. The item may be returned to the library for a renewal stamp or by phone.

B. Fines:

- A .25 cent per day charge will be imposed on all late returned books, magazines, cake pans, music CD's and audio books.
- A \$1.00 fine per day charge will be imposed on all late returns of DVD's and Blu-ray's.
- All items not returned during a period of 30 days after the due date, will be charged the replacement cost as determined by the librarian.
- All materials checked out of the library may be returned by using the drop box.
- When fines reach the cost of the item checked out the fine will be the replacement cost of that item, but not more than the replacement cost.
- If overdue items have not been returned within two weeks after the third notice has been sent, a letter will be sent to the patron advising them that if they have not made arrangements with the library within ten days in regard to the overdue items, the matter will be turned over to the Polk County Sheriff's Office to be prosecuted.

C. NebrasKard:

NebrasKard is a statewide program that encourages Nebraska libraries to participate in reciprocal borrowing arrangements for the benefit of libraries and library users.

- a. Patrons from libraries who participate in NebrasKard may apply for a free Library card upon showing their current library card with a dated NebrasKard sticker. NebrasKard patrons are limited to having 25 items checked out at any one time after receiving their Shelby Community Library card and are subject to all other rules of the Library.

- b. Shelby Community Library patrons in good standing may request a NebrasKard for use at participating libraries in the state.

D. Overdrive:

Any one 17 years old or younger must have the consent of their parents to use the Nebraska Overdrive.

E. Denial of Library Privileges:

- a. The use of the library and/or its services may be denied, temporarily or permanently, for due cause. Such cause may be failure to return books, pay penalties, destruction or any other conduct on library premises deemed objectionable by the library staff.
- b. Patrons have a right of appealing to the Shelby Community Library Board.

F. Library Items / Services Provided:

- Adult Books
- Audio Books
- Blu-ray Movies
- Book Fair
- Cake Pans
- Children's Books
- Computer Lab (12 children) (6 adult laptops)
- Copy Machine
- Cricut Machine
- Deliver Books to Shut Ins
- DVD Movies
- Fax
- Inter Library Loan
- Laminating
- Large Print Books
- Local Archives
- Magazines
- Meeting Facilities
- Music CD'S
- NE Overdrive (e-readers, tablets & mp3)
- NebrasKard
- Newspapers
- Online Catalogue
- On-Line Data Bases
- Reference Books'
- Story Hour
- Summer Reading Program (reading contest, story hour and movies)
- Tax Forms Available
- Telephone

- Website <http://libraries.ne.gov/shelby>
- Wi-Fi
- Young Adult Books

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